
New eMaryland Marketplace

Solicitation Training

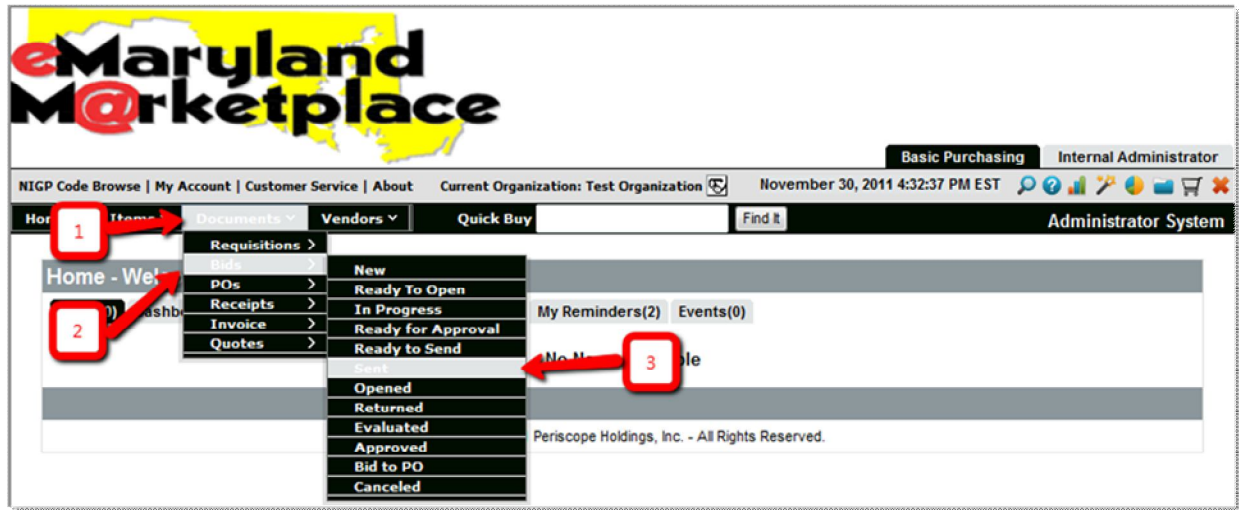
Review, Addendums & Award

Contents

STEP 7: REVIEW ONLINE RESPONSE ACTIVITY AND VENDOR Q&A.....	3
STEP 8: CREATE A SOLICITATION AMENDMENT / ADDENDUM (IF NECESSARY).	6
STEP 9: OPEN THE BID DOCUMENT.	10
OFFLINE RESPONSES STEP: CREATE THE AWARDED VENDOR(S) QUOTE.....	13
ONLINE RESPONSES STEP: REVIEW RESPONSES SUBMITTED ONLINE.....	18
OPTIONAL BID TAB STEPS: ONLINE RESPONSE REVISIONS & ATTACHMENTS.....	21
STEP 10: INDICATE AND PUBLISH AWARD.....	25

STEP 7: Review online response activity and vendor Q&A.

- From the Navigation tool bar, hover your mouse over **Documents**, then **Bids**, and then click **Sent**.



- The list of currently published solicitations for your Organization will appear.
- Click the link in the **Bid#** column to access your Bid.

Bids - Sent								
Bid(24)								
Bid #	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Open Quotes	Quote History	Bid Holder
AGENCY12-000077	Test Organization	Test User 6	Test Supplies	Open Market	11/22/2011 11:45:00 AM			List
AGENCY12-000056	Test Organization	Test User 26	Catering Service	Open Market	11/18/2011 11:44:00 AM			List

- The **Summary** tab of your Bid will display.

Open Market Bid AGENCY12-000035 Status: 2BS - Sent

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A **Summary**

Header Information

Bid Number:	AGENCY12-000035	Description:	test	Status:	2BS - Sent
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization				
Fiscal Year:	12	Department:	TEST - Test Department	Location:	TEST - Test Location
Show On Web:	Yes	Allow Electronic Quote:	Yes	Required Date:	11/30/2011
Bid Opening Date:	11/30/2011 10:02:00 PM	Available Date:	11/14/2011 10:02:00 PM		

- Click the **Bidders** tab, then the **Quote Activity** tab below it.
- All of the vendors originally notified about the Bid and any other vendors that have acknowledged the Bid will be listed.
- The **Activity** column will display all electronic response submissions and withdrawals.
- The **Responded** column will display “Yes” if the vendor currently has a submitted electronic response.

Open Market Bid AGENCY12-000035 Status: 2BS - Sent

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders Summary

General Subcontractors **Quote Activity**

Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method	Activity	Responded
00000002	Test Vendor	Bid Mailing Address: Address Line 1 City, MD 55555 US	Email	Quote 00000093 Submitted	Yes
00000014	Periscope Holdings	Bid Mailing Address: 211 E. 7th Street Suite 1100 Austin, TX 78777 US	Email		No
00000021	Peekop&Dropov	Bid Mailing Address: 211 E 7th Street suite 1100 Austin, TX 78701 US	Email		No
00000023	RescueIT	Bid Mailing Address: 211 E 7th Street suite 1100 Austin, TX 78701 US	Email		No

- If you are using the Q&A feature, click the **Q&A** tab.
- If a vendor submitted a question, then you can respond and publish the Q&A.
- If desired, provide an **Answer** to any submitted questions.
- If **Show Original Vendor Only** is checked, only the vendor that submitted the question will see your response.

- If just **Show on Web** is checked, then all vendors will be able to see the Q&A.
- Click **Save & Continue**.

Open Market Bid AGENCY12-000053 Status: 2BS - Sent

General Items Address Accounting Routing **Questions** Amendments **Q & A** Summary

	User Created	Question Subject	Question	Answer	Show on Web	Show Original Vendor Only	Delete
Vendor submitted question	Test Vendor/Test Vendor	Maintenance & Repair	Is maintenance and repair a requirement?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add New:							

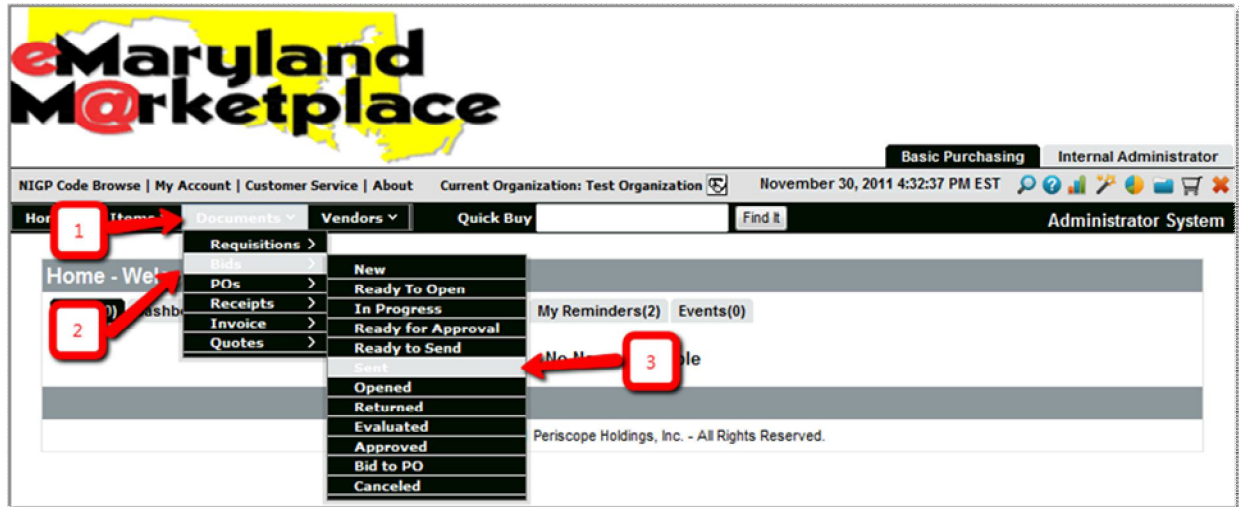
☒ Allow vendor to submit questions
☐ Send notification when vendor submitting question

Annotations:

- Click here next if submitted question requires an addendum (points to Questions tab)
- Provide answer and publish if desired (points to Answer and Show on Web columns)
- If checked, only the vendor that asked the question can see the response (points to Show Original Vendor Only column)

STEP 8: Create a solicitation amendment / addendum (if necessary).

- First, access your Bid document if you're not already looking at it.
- From the Navigation tool bar, hover your mouse over **Documents**, then **Bids**, and then click **Sent**.



- The list of currently published solicitations for your Organization will appear.
- Click the link in the **Bid#** column to access your Bid.

Bids - Sent								
Bid(24)		Access your Bid			View list of interested vendors			
Bid #	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Open Quotes	Quote History	Bid Holder
AGENCY12-000077	Test Organization	Test User 6	Test Supplies	Open Market	11/22/2011 11:45:00 AM			List
AGENCY12-000056	Test Organization	Test User 26	Catering Service	Open Market	11/18/2011 11:44:00 AM			List

- The **Summary** tab of your Bid will display.
- Click the **Amendments** tab on your Bid document.
- Select **Create Bid Amendment**.

Open Market Bid AGENCY12-000053 Status: 2BS - Sent

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions **Amendments** Reminders(1) Summary

There are no bid amendment for this document.

[Create Bid Amendment](#)

- The **General** tab of a Bid Amendment document will appear.
- The Bid Amendment is a copy of your Bid.
- Changes made to the Bid Amendment are tracked. You can review and apply the list of changes from the **Summary** tab.
- For Training: Change the **Bid Opening Date** to five (5) minutes from now.
- Click **Save & Continue**.

Bid Amendment - Open Market Bid AGENCY12-000053 Status: 2BS - Sent

General Amendments(1) Summary [Back to Bid](#)

<p>Bid Number: AGENCY12-000053</p> <p>Status: 2BS - Sent</p> <p>How Solicited: Email</p> <p>Department: TEST - Test Department</p> <p>Location: TEST - Test Location</p> <p>Show on Web: <input checked="" type="checkbox"/></p> <p>Required Date: 12/19/2011</p> <p>Available Date: <small>*(MM/DD/YYYY HH:MM:SS AM or PM)</small> 11/17/2010 02:00:00 PM</p> <p>Bid Type: Open Bid</p> <p>Control Code:</p> <p>Print Dest Detail:</p> <p>Purchase Method: Open Market</p> <p>Tax Rate:</p> <p>Item Single Award Only: <input type="checkbox"/></p> <p>Info Contact: Walter Johnson</p> <p>Pre-Bid Conference: <small>(Max size: 250 characters)</small> November 23, 2011 @2:00 pm for a prebid to review the sight of delivery and installation.</p> <p>Bulletin Desc: Purchase, delivery and installation of projection screen</p> <p>Date Last Updated: 11/17/2011 02:53:45 PM</p>	<p>Description: Projection Screen</p> <p>Purchaser: Test User 24</p> <p>Type Code: IB - Invitation to Bid (ITB)</p> <p>Fiscal Year: 2012</p> <p>Organization: Test Organization</p> <p>Allow Electronic Response: <input checked="" type="checkbox"/></p> <p>Bid Opening Date: <small>*(MM/DD/YYYY HH:MM:SS AM or PM)</small> 12/16/2011 02:00:00 PM</p> <p>Purge Date:</p> <p>Informal Bid: <input checked="" type="checkbox"/></p> <p>Estimated Cost: \$2,500.00</p> <p>Alternate ID:</p> <p>Print Format: *</p>
---	--

[Save & Continue](#)

- Click the **Items** tab.
- You can edit, add or delete items just like when originally setting up the Bid document.

Bid Amendment - Open Market Bid AGENCY12-000053 Status: 2BS - Sent

General **Items** Summary Back to Bid

Sort by Column: Print Sequence ☐ Sort Descending Go

Item #	Print Sequence	Item Description						Total Cost	Cancel	
		Quantity	UOM	Unit Cost	Net Unit Cost	Total Discount Amt.	Tax Rate			Tax Amount
1	1.0	Digital Video Recorder	10.0	EA	250.00	\$250.00	\$0.00	\$0.00	\$2500.00	<input type="checkbox"/>
Total									\$2500.00	

Save & Continue Search Inventory Items Add Item

Annotations:

- Cancel item (points to Cancel checkbox)
- Edit item (points to Item # 1)
- Add new item (points to Add Item button)

- Click the **Attachments** tab.
- You can edit, add or delete attachments just like when originally setting up the Bid document.

Bid Amendment - Open Market Bid AGENCY12-000053 Status: 2BS - Sent

General Items **Attachments(1)** Back to Bid

Show / hide attachment from vendors Remove attachment

Name	Description	Show Vendor	Attached By	Attached Date	Delete
Terms and Conditions~4.docx	Terms and Conditions	<input checked="" type="checkbox"/>	Administrator System		<input type="checkbox"/>

Save & Continue Add Attachment

Annotations:

- Show / hide attachment from vendors (points to Show Vendor checkbox)
- Remove attachment (points to Delete checkbox)
- Add new attachment (points to Add Attachment button)

- Click the **Summary** tab.
- If necessary, input an explanation of the amendment in big comment box on the top of the screen.
- Each change that you made to the Bid Amendment is listed and described below.
- Review the list of changes.
- If any changes are made on this screen, click **Save & Continue**.
- To finish the process, click **Apply Bid Amendment**.

Bid Amendment - Open Market Bid AGENCY12-000053 Status: 2BS - Sent

General Items Attachments(1) **Summary**

Comment for the whole bid amendment:

Provide an explanation of the amendment / addendum if desired

Header/Item Changes

Modified Field	Item #	Description	User Updated	Date Updated	Show to Vendor
Bid Opening Date	Header	Bid Opening Date changed from "12/16/2011 02:00:00 PM" to "12/31/2011 05:56:00 AM"			<input type="checkbox"/>

Each change made by the amendment is listed. Provide additional explanation of a specific change if desired

Attachment Changes

Modified Field	Item #	File	Description	User Updated	Date Updated	Show to Vendor
File #	Header	Walter J	File 'Terms and Conditions 3' deleted			<input type="checkbox"/>
File #	Header	Terms and Conditions~4.docx	File 'Terms and Conditions~4.docx' added			<input type="checkbox"/>

Individual changes can be hidden from vendors if desired (e.g. corrected typos)

Click first if changes were made on this screen

After you click 'Apply Bid Amendment', all the changes will be updated in the real document and vendors will be notified if you choose to show some changes to vendor.

Save & Continue **Apply Bid Amendment** Delete Bid Amendment

- The **Vendor Notification Result** screen will appear.
- All of the vendors you originally notified, as well as any other vendors that have acknowledged the Bid are notified.
- Click **OK** on the bottom of the screen.

Vendor Notification Result

Subject: Bid Amendment Notification - Bid # ADSP010-00000113, AutoGSD Architecture Subscription Renewal

Email Recipients

Delivery Date: 04/26/2010 12:45:10 AM

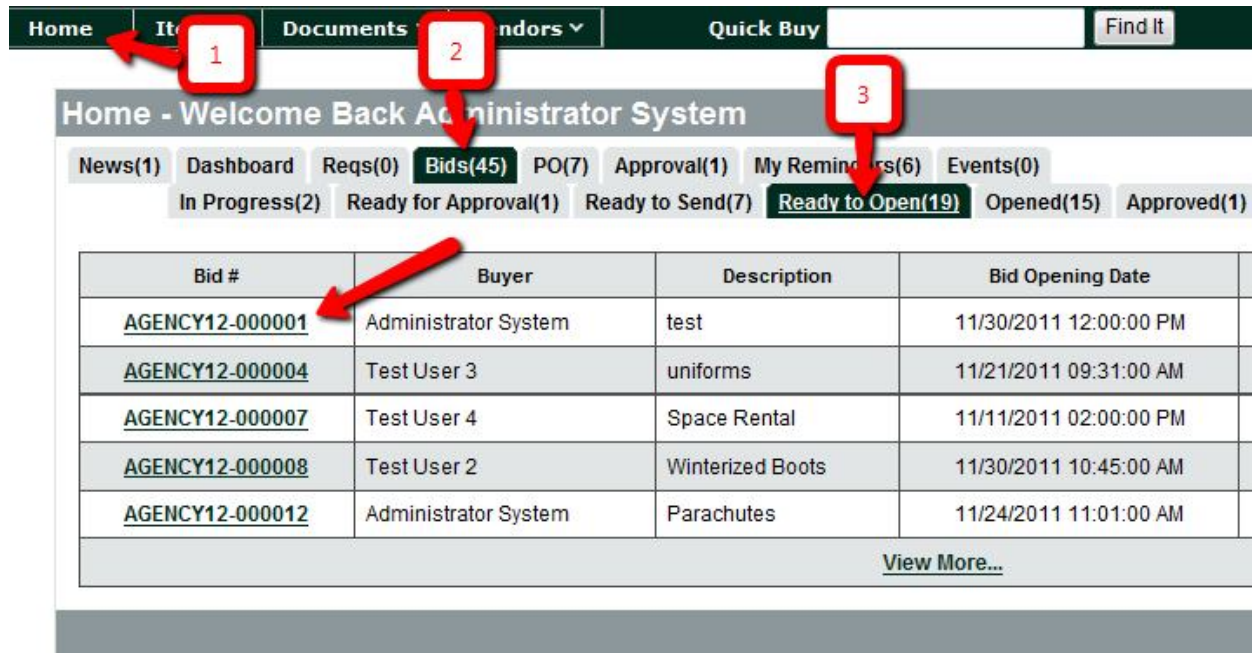
Vendor ID	Vendor Name	Email Address
000000525	W.T. Cox Subscriptions	Amanda Danford (test@goperiscope.com)
000004191	The Wilkins Group LLC	Tawnya Combe (test@goperiscope.com)
0000003849	Periscope Holdings, Inc.	Brian Utley (charris@periscopeholdings.com)

OK

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STEP 9: Open the Bid document.

- Click the **Home** link on far left side of the Navigation tool bar.
- Once the Bid Opening Date for your solicitation is reached, the Bid will appear on your Home page under **Bids** -> **Ready to Open**.
- Click the link to your Bid in the **Bid#** column.



Home - Welcome Back Administrator System

News(1) Dashboard Reqs(0) **Bids(45)** PO(7) Approval(1) My Reminders(6) Events(0)

In Progress(2) Ready for Approval(1) Ready to Send(7) **Ready to Open(19)** Opened(15) Approved(1)

Bid #	Buyer	Description	Bid Opening Date
AGENCY12-000001	Administrator System	test	11/30/2011 12:00:00 PM
AGENCY12-000004	Test User 3	uniforms	11/21/2011 09:31:00 AM
AGENCY12-000007	Test User 4	Space Rental	11/11/2011 02:00:00 PM
AGENCY12-000008	Test User 2	Winterized Boots	11/30/2011 10:45:00 AM
AGENCY12-000012	Administrator System	Parachutes	11/24/2011 11:01:00 AM

[View More...](#)

- The **Summary** tab of the Bid document will appear.
- Scroll down to the bottom of the screen.



Open Market Bid AGENCY12-000001 Status: 2BS - Sent

General Items Address Accounting Routing Attachments Notes Bidders Questions Amendments(1) Q & A Reminders **Summary**

Header Information

Bid Number: AGENCY12-000001	Description: test	Status: 2BS - Sent
Purchaser: Administrator System	Minor Status:	How Solicited: Email
Organization: Test Organization		
Fiscal Year: 12	Department: TEST - Test Department	Location: TEST - Test Location
Show On Web: Yes	Allow Electronic Quote: Yes	Required Date: 11/07/2011
Bid Opening Date: 11/30/2011 12:00:00 PM	Available Date: 11/07/2011 12:00:00 AM	
Purge Date:		
Bid Type: Open Bid	Informal Bid: No	
Control Code:	Estimated Cost: \$0.00	Print Dest Detail:

[Scroll down](#)

- Click **Open Bid**.

Pre-bid Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
	Administrator System	1		1	Primary	11/07/2011 03:43:57 AM	11/07/2011 08:50:45 AM	Administrator System	

- The screen will refresh.
- The status of the document will now be **Opened**.
- Scroll down to the bottom of the screen.

Open Market Bid AGENCY12-000009 Status: 2BO - Opened

[General](#)
[Items](#)
[Address](#)
[Accounting](#)
[Routing](#)
[Attachments\(1\)](#)
[Notes](#)
[Bidders](#)
[Questions](#)
[Amendments\(1\)](#)
[Q & A](#)
[Reminders](#)
[Summary](#)

Header Information

Bid Number:	AGENCY12-000009	Description:	renovate building	Status:	2BO - Opened
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization	Department:	TEST - Test Department	Location:	TEST - Test Location
Fiscal Year:	12	Allow Electronic Quote:	Yes	Requ	
Show On Web:	Yes	Available Date:	11/07/2011 06:38:00 AM		
Bid Opening Date:	11/09/2011 09:23:00 AM				
Purge Date:					

Scroll to the bottom of the screen

- The remainder of the process will be managed from the **Bid Tabulation (Bid Tab)** document.
- The Bid Tab can always be accessed from the bottom of the **Summary** tab of the Bid.
- Click the **Bid Tab** button.

Pre-bid Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
There are no pre-bid approval paths found for this bid.									

- The **Quotes** tab Bid Tabulation document will appear.

- If online responses were allowed and have been submitted, the following screen will appear.
- Skip to the Online Responses Step.

Bid Tabulation for Bid #AGENCY12-000009

[Quotes](#)
[Items](#)
[Header Questions](#)
[Subcontractors](#)
[Routing](#)
[Attachments](#)
[Score](#)
[Summary](#)
[Back to Bid](#)

Total Number of Submitted Quotes: 1

Quote #	Description	Vendor ID	Vendor Name	Submit Date	View Quote
00000003	renovate building	00000002	Test Vendor	11/09/2011 04:25:06 AM	View Quote

[Create New Quote](#)

- If online responses were NOT allowed, the following screen will appear upon accessing the Bid Tab.
- See the Offline Responses Step.

Bid Tabulation for Bid #AGENCY12-000001

No quote submitted for this bid.

[Create New Quote](#)

OFFLINE RESPONSES STEP: Create the awarded vendor(s) Quote.

- In order to make and publish an award recommendation, a Quote must be entered in the system for the awarded vendor(s).
- For responses received offline, you will need to enter the Quote on behalf of the vendor once you are ready to award.
- Upon accessing the Bid Tab, click the **Create New Quote** button.

Bid Tabulation for Bid #AGENCY12-000001

No quote submitted for this bid.

Create New Quote

- The **General** tab of the New Quote document will appear.
- Select the vendor that you are entering the Quote for in the **Vendor** field.
 - All of the vendors you notified will appear in the dropdown box.
 - If a different vendor will be awarded, you can search for them with the eyeglass icon.
- Input the date the vendor's offline response was received in the **Received Date** field.
- Click **Save & Continue**.

New Quote

General | Conditions | Subcontractors | Terms & Conditions | Attachments | Evaluations | Preference | Reminders | Summary | Back to Bid

Quote #: Bid #: Description*: test

Organization: Test Organization

Status: In progress

Received Date*: (MM/DD/YYYY HH:MM:SS AM or PM)

Vendor*: [dropdown] [eyeglass icon]

Delivery Days: 0

Discount Percent: 0.0 %

Bid Flag: Yes

Alternate Bid: [checkbox]

Shipping Terms: [dropdown]

Freight Terms: [dropdown]

Ship Via Terms: [dropdown]

Payment Terms: [dropdown]

Promised Date: (MM/DD/YYYY)

Print format: *

Info Contact: [text area]

Comments: [text area]

Date Last Updated: User Last Updated:

Save & Continue

- The screen will refresh.
- A red validation error will appear along the top of the screen.
- There are two remaining steps to complete the process – enter the vendor’s price quote and accept the Terms & Conditions of the Bid.



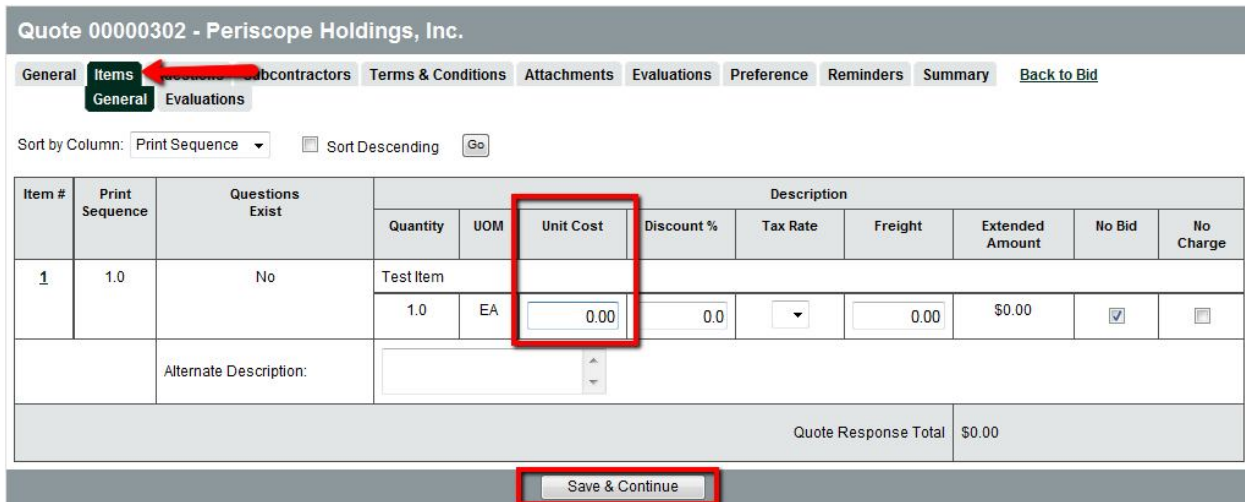
Quote 00000302 - Periscope Holdings, Inc.

General Items Questions Subcontractors **Terms & Conditions** Attachments Evaluations Preference Reminders Summary [Back to Bid](#)

Quote Validation Errors

- Terms & Conditions is not acknowledged.

- Click the **Items** tab.
- Input the vendor’s price quote in the **Unit Price** field for each item.
- Click **Save & Continue**.



Quote 00000302 - Periscope Holdings, Inc.

General **Items** Subcontractors Terms & Conditions Attachments Evaluations Preference Reminders Summary [Back to Bid](#)

Sort by Column: Print Sequence ☐ Sort Descending

Item #	Print Sequence	Questions Exist	Description								
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	No	Test Item								
			1.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate Description:											
Quote Response Total									\$0.00		

- Click the **Terms & Conditions** tab.
- Click **Yes** if the vendor accepted all of the Terms and Conditions.
- Click **Save & Continue**.

Quote 0000302 - Periscope Holdings, Inc.

General Items Questions Subcontractors **Terms & Conditions** Evaluations Preference Reminders Summary [Back to Bid](#)

Do you accept the terms & conditions of the bid? ☒ Yes ☐ Yes with exceptions ☐ No

REVIEW THE DOCUMENTS ATTACHED ABOVE BEFORE RESPONDING. IF YOU DO NOT FULLY AGREE WITH THE TERMS AND CONDITIONS OF THIS SOLICITATION, YOUR RESPONSE MAY BE DISQUALIFIED. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS, DO NOT SUBMIT THIS RESPONSE. IF YOU HAVE EXCEPTIONS TO THE TERMS AND CONDITIONS, AND THE DOCUMENTATION ATTACHED ABOVE STIPULATES THAT THESE ARE ALLOWED, YOU MAY ENTER THEM BELOW.

Accept the terms and conditions

Save & Continue

- Lastly, go to the **Summary** tab.
- Review the Quote document.
- Click **Submit Quote** on the bottom of the screen.
- Click **OK** on the pop-up message that appears.

Quote 0000302 - Periscope Holdings, Inc.

General Items Questions Subcontractors Terms & Conditions Attachments Evaluations Preference Reminders **Summary**

Header Information

Quote #:	0000302	Bid #:	AGENCY12-000001	Status:	In progress
Organization:	Test Organization	Delivery Days:	0	Discount Percent:	0.0
Description:	test	Alternate Bid:	No	Shipping Terms:	
Bid Flag:	Yes	Ship Via Terms:		Payment Term:	
Freight Terms:		Info Contact:		Quote Total	\$1,000.00
Promised Date		User last Updated:	Administrator System	User Created:	Administrator System

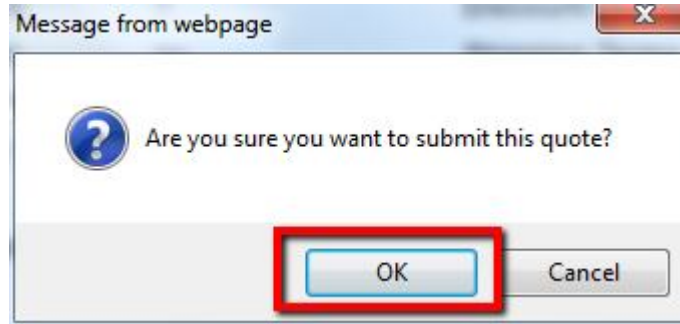
Comment:
Vendor accepts the terms & conditions with no exceptions.

Item Information

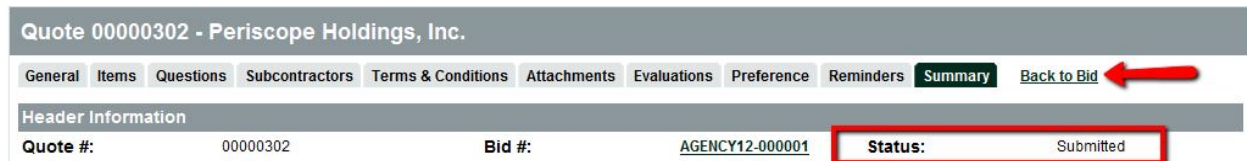
Print Sequence # 1.0 : (005 - 05) Test Item

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$1,000.00	0.0%	0.0%	\$0.00	\$1,000.00	No	No

Print Submit Quote



- The screen will refresh.
- Confirm the status of the Quote is “Submitted.”
- Click the **Back to Bid** link next to the **Summary** tab.



- The **Summary** tab of the Bid will display.
- Scroll down to the bottom of the screen.



- Click the **Bid Tab** button.

Pre-bid Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
There are no pre-bid approval paths found for this bid.									

- The **Quotes** tab of the Bid Tabulation document will appear.
- Skip to Step 10.

Bid Tabulation for Bid #AGENCY12-000009

[Back to Bid](#)

Total Number of Submitted Quotes: 1

Quote #	Description	Vendor ID	Vendor Name	Submit Date	View Quote
00000003	renovate building	00000002	Test Vendor	11/09/2011 04:25:06 AM	View Quote

ONLINE RESPONSES STEP: Review Responses Submitted Online

- From the **Quotes** tab of the Bid Tabulation document, click the link in the **Quote#** column for the first online response to review.

Bid Tabulation for Bid #AGENCY12-000009

Quotes Items Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Total Number of Submitted Quotes: 1

Quote #	Description	Vendor ID	Vendor Name	Submit Date	View Quote
00000003	renovate building	00000002	Test Vendor	11/09/2011 04:25:06 AM	View Quote

[Create New Quote](#)

- The **Summary** tab of the vendor's Quote appears.
- Note whether a yellow warning appears. If so, the vendor did not acknowledge all amendments / addendums to the Bid.
- See the table in the **Bid Acknowledgements** field to see which amendments / addendums the vendor did not acknowledge.
- If they did not acknowledge a major amendment / addendum, then their response may not be valid.

NOTE: For evaluation purposes, the **Summary** tab of each vendor's Quote along with each of their attachments should be reviewed.

Quote 00000028 - Mary's Construction Company

General Items Questions Subcontractors Terms & Conditions Attachments Evaluations Preference Reminders **Summary**

Overall Validation Warnings

- Vendor did not acknowledge all Bid Amendments.

Warning appears if the vendor did not login and acknowledge all amendments

Header Information

Quote #:	00000028	Bid #:	AGENCY12-000037	Status:	Submitted
Organization:	Test Organization	Delivery Days:	3	Discount Percent:	0.0
Description:	Construction Supplies	Alternate Bid:	No	Shipping Terms:	F.O.B., Destination
Bid Flag:	Yes	Ship Via Terms:	Best Way	Payment Term:	Net 30
Freight Terms:	Freight Allowed	Info Contact:		Quote Total	\$0.00
Promised Date	11/21/2011				
Comment:					
Date Last Updated:	11/14/2011 10:31:26 AM	User last Updated:	Mary Jones		
Print format:					

Vendor accepts the terms & conditions with no exceptions.

Bid Acknowledgements:

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Header 1. Bid Opening Date changed from "11/14/2011 10:56:00 AM" to "11/17/2011 02:00:00 PM".	Sent to : m.jones@mccmcc.com at 11/17/2011 01:33:45 PM	

If blank, vendor did not acknowledge that amendment.

- The **Terms & Conditions** tab displays whether the vendor accepted the terms & conditions of the solicitations, or if they noted any exceptions.

Quote 00000003 - Test Vendor

General Items Questions Subcontractors **Terms & Conditions** Attachments Evaluations Preference Reminders Summary

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
 eMM logo~1.bmp (eMM logo~1.bmp)		46,198 bytes

Vendor accepts the terms & conditions with no exceptions.

Close Window

- The **Attachments** tab displays all of the files the vendor attached. Note whether they have requested any files be confidential. These files will not be displayed to the public.
- Click the link in the **Name** column to download each attachment.
- Once complete, click **Close Window**.

Quote 00000093 - Test Vendor

General Items Questions Subcontractors Terms & Conditions **Attachments(1)** Reference Reminders Summary

Name	Description	Confidential	Attached By	Attached Date
Checklist.docx		<input type="checkbox"/>	Test Vendor	11/30/2011

Download file

Close Window

- The Bid Tabulation document will display.
- Click the **Header Questions** tab.
- If you created any Questions on the Bid that the vendors could respond to as part of their Quote, all of the vendors' responses will appear side-by-side allowing you to easily compare them.

Bid Tabulation for Bid #ADSP010-00000031

Quotes Revisions Items **Header Questions** Routing Attachments Score Summary [Back to Bid](#)

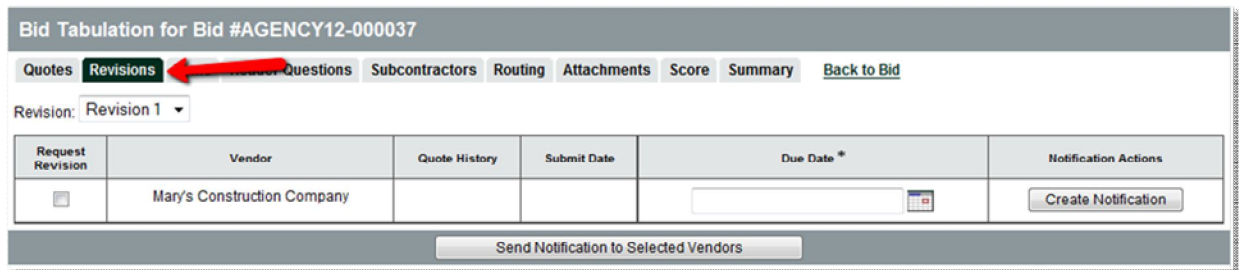
of Quotes per page: 5 Sort by: Quote Total Ascending Go

Question/Answer	000000085 Periscope Holdings, Inc.	000000188 123-Awards.com
#1: Provide years experience providing services specified in this solicitation	5	3
#2: Provide Key Personnel qualifications, experience.	very qualified	adequate qualifications

Compare vendor answers side-by-side

OPTIONAL BID TAB STEPS: Online Response Revisions & Attachments


- If you are allowed to request a revised response from a vendor or vendors, such as a Best and Final Offer (BAFO) or clarification, click the **Revisions** tab.



Bid Tabulation for Bid #AGENCY12-000037

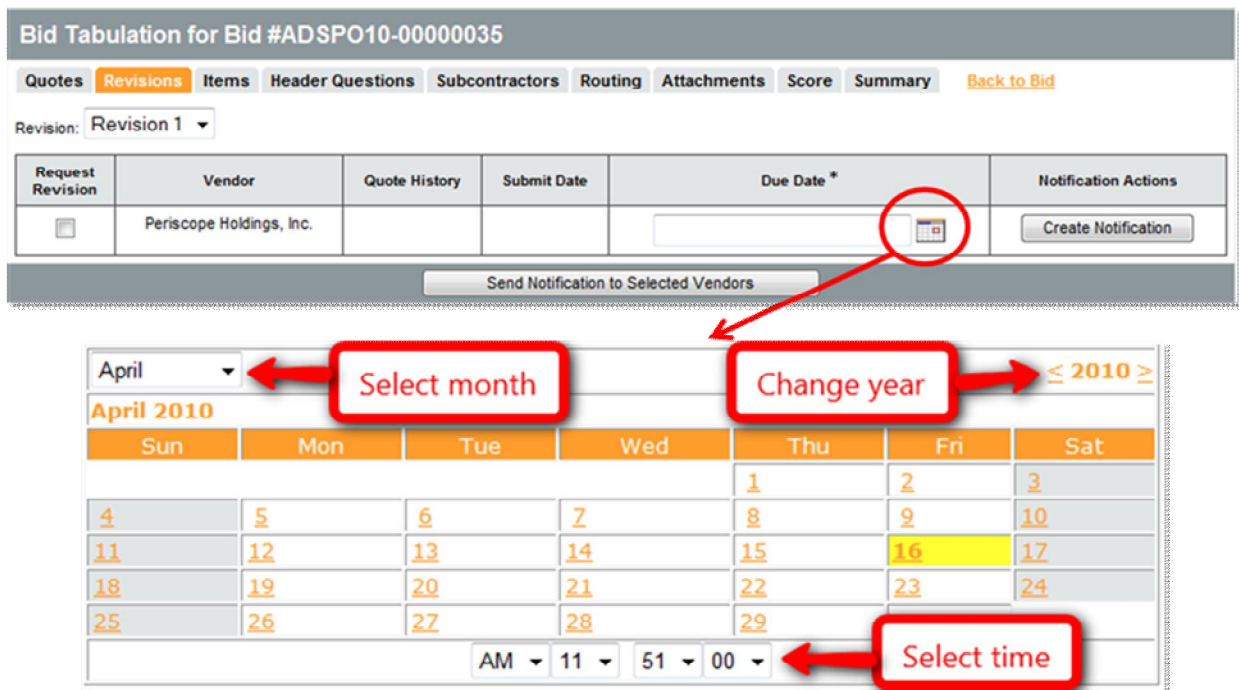
Quotes **Revisions** Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Revision: Revision 1

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
<input type="checkbox"/>	Mary's Construction Company				Create Notification

[Send Notification to Selected Vendors](#)


- First, pick the **Due Date** of the revised response by clicking the Calendar icon.





Bid Tabulation for Bid #ADSP010-00000035

Quotes **Revisions** Items Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Revision: Revision 1

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
<input type="checkbox"/>	Periscope Holdings, Inc.				Create Notification

[Send Notification to Selected Vendors](#)

April   2010

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

AM 11 51 00

- Next, if you are sending a specific request to each vendor, click the **Create Notification** button on the far right next to the first vendor.

- If are sending the same request to multiple vendors, click the check box in the **Revision Request** column on the far left, then click **Send Notification to Selected Vendors**.

Bid Tabulation for Bid #ADSP010-00000035

Quotes Revisions Items Header Questions Subcontractors Routing Attachments Score

Revision: Revision 1

Same request for multiple vendors

Specific request for this vendor

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
<input type="checkbox"/>	Periscope Holdings, Inc.				Create Notification

Send Notification to Selected Vendors

- The **Send Quote Revision Email** screen will appear.
- Fill out the email, including Subject, Text and Attachments below.
- Input your email address into the **Additional Email Recipients** field to be carbon copied on the email.
- Click **Send Revision Request** on the bottom of the screen.

Send Quote Revision Email

Vendor Recipients: Periscope Holdings, Inc.;

Additional Email Recipients:

From: Chris Harris (charris@goperiscope.com)

Subject*:

Text*:

Message from webpage

By clicking yes, the vendor will be notified of this request and will have the ability to revise their response. No changes may be made to the request or due date once done. Do you wish to continue?

OK Cancel

Attachments

No Attachments

File: Browse...

Description:

Upload Attachment

Send Revision Request Cancel & Exit

- If a vendor submits a revised response, it becomes the response that you are able to award. It will have the same number as their original response with "-RX" appended to the end, where X is the number of revisions you requested.
- All previously submitted responses are kept for auditing purposes.
- Once you are ready to review the new responses, click **Close Revision Process**. Any new responses will appear on the **Quotes** tab.
- To request another round of revisions, click the next revision number in the **Revision** dropdown box and repeat this process.

NOTE: You must have closed any outstanding revision requests before you can proceed with award.

Bid Tabulation for Bid #ADSP010-00000035

Quotes **Revisions** Items Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Revision: Revision 1 ▾

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
	Periscope Holdings, Inc.	View	04/28/2010 06:23:41 AM	04/30/2010 06:23:00 AM	Email sent to charris@periscopeholdings.com at 04/28/2010 06:23:49 AM

Close Revision Process

Bid Tabulation for Bid #ADSP010-00000035

Quotes **Revisions** Items Header Questions Subcontractors Routing Attachments Score Summary [Back to Bid](#)

Revision: Revision 2 ▾
Revision 1
Revision 2

Request Revision	Vendor	Quote History	Submit Date	Due Date *	Notification Actions
	Periscope Holdings, Inc.				Create Notification

Send Notification to Selected Vendors

- The **Attachments** tab on the Bid Tabulation document allows you to attach any files related to the evaluation and award.
- This works the same as previous **Attachments** tabs.

Bid Tabulation for Bid #AGENCY12-000037

[Quotes](#) [Revisions](#) [Items](#) [Header Questions](#) [Subcontractors](#) [Routing](#) **Attachments** [Back to Bid](#)

i Marking an item "Confidential" denotes your preference that the document not become public. Ultimate authority over what becomes public rests with the entity performing this solicitation.

i Click **Add Attachment** to add attachments.

No Attachments

[Add Attachment](#)

STEP 10: Indicate and Publish Award

- Once you are ready to indicate and publish an award, click the **Items** tab o the Bid Tabulation document.

Bid Tabulation for Bid #AGENCY12-000044

Quotes Revisions **Items** Subcontractors Routing Attachments Score Summary [Back to Bid](#)

of Quotes per page: 5 Sort by: Quote Total Ascending Go

Total Item Count: 3 **Total Awardable Quote Count:** 1 **Bid Status:** 2BO - Bid Opened (Quotes received and opened. Ready for tabulation)

Please make sure that you save your changes before you navigate to another page.

Cancel	Item info/Quote info	(00000010)Bob's Taxidermy ~Quote: 00000048-R1~
<input type="checkbox"/>	All pricing provided should be fixed-fee, deliverables based. Item #:3 Print Sequence:1.0 Status:2BO - Opened (Narrative Item)	
	Consulting Services: Offer deliverable-based pricing for an assessment of the overall operations of the animal shelter. Item #:1 Print Sequence:2.0 Status:2BO - Opened Quantity:1.0 Uom:JOB	<input checked="" type="checkbox"/> \$423.00
	Consulting Services - Offer deliverable-based pricing for development of an implementation plan for improving operations... View Detail Item #:2 Print Sequence:3.0 Status:2BO - Opened Quantity:1.0 Uom:JOB	<input checked="" type="checkbox"/> \$1,440.00

- Once you are ready to indicate and publish an award, click the **Items** tab o the Bid Tabulation document.
- Each line-item on the solicitation will appear listed. Each vendor's price quote for that line will appear side-by-side next to it.
- Click the check box next to the price quote that will be awarded for each item.
- To award all items to a specific vendor, you can also click the **Award All** button on the bottom of the screen.
- Once done indicating all awards, click **Save & Continue** on the bottom of the screen.

Cancel	Item info/Quote info	(000002850)Independent Energy Group <Quote: 000000195>	(000004198)Arizona Solar Concepts <Quote: 000000193>	(000001894)American Solar Electric, Inc. <Quote: 000000192>	(000002651)EnergyPro, Inc. <Quote: 000000190>	(0000005249)Titan Power, Inc. <Quote: 000000194>
<input type="checkbox"/>	Please submit pricing information in "Solar Energy Systems Price Sheet" as found in attachments section Item #:1 Print Sequence:1.0 Status:2B0 - Opened (Narrative Item)					
<input type="checkbox"/>	Solar energy systems purchases to include design, installation, and maintenance services for energy generating facilities... View Detail Item #:2 Print Sequence:2.0 Status:2B0 - Opened Quantity:1.0 Uom:EA	<input type="checkbox"/> \$400,000.00	<input type="checkbox"/> \$300,000.00 Late	<input type="checkbox"/> \$210,000.00	<input type="checkbox"/> \$168,000.00	<input type="checkbox"/> \$165,000.00
Totals: \$Vendor Gross Total:		\$400,000.00	\$300,000.00	\$210,000.00	\$168,000.00	\$165,000.00
\$ Vendor Discount:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$ Vendor Net Total:		\$400,000.00	\$300,000.00	\$210,000.00	\$168,000.00	\$165,000.00
\$ Preference Discount:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$ Evaluation Total:		\$0.00	\$0.00	\$210,000.00	\$168,000.00	\$165,000.00
\$ Vendor Freight:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$ Awarded:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Eval Codes:						
Pref Codes:						
Award/Unaward All:		Award All Unaward All	Award All Unaward All	Award All Unaward All	Award All Unaward All	Award All Unaward All

- Next, click the **Summary** tab of the Bid Tabulation document.
- Review your award recommendations.
- When ready, click **Submit for Approval**.

Bid Tabulation for Bid #ADSP010-00000035

[Quotes](#)
[Revisions](#)
[Items](#)
[Header Questions](#)
[Subcontractors](#)
[Routing](#)
[Attachments](#)
[Score](#)
[Summary](#)

Bid Tabulation Information

Total Item Count: 2 Total Awarded Quote Count: 1 Bid Status: 2BO - Bid Opened (Quotes received and opened. Ready for tabulation)

Canceled	Item info/Quote info	(000003651)EnergyPro, Inc. <Quote: 000000190>
	Please submit pricing information in "Solar Energy Systems Price Sheet" as found in attachments section Item #1 Print Sequence:1.0 Status:2BO - Opened (Narrative Item)	
	Solar energy systems purchases to include design, installation, and maintenance services for energy generating facilities... View Detail Item #2 Print Sequence:2.0 Status:2BO - Opened Quantity:1.0 Uom:EA	<input checked="" type="checkbox"/> \$168,000.00
	Totals: \$Vendor Gross Total: \$168,000.00 \$ Vendor Discount: \$0.00 \$ Vendor Net Total: \$168,000.00 \$ Preference Discount: \$0.00 \$ Evaluation Total: \$168,000.00 \$ Vendor Freight: \$0.00 \$ Awarded: \$168,000.00	
	Eval Codes:	
	Pref Codes:	

Evaluation Code Descriptions:
 ** = Low Item Price

Submit for Approval

Print

- The approval process will work the same as when submitting your Bid.
- If no approvals are required, click **Automatic Approval** and **Save & Continue**.
- Upon doing so, all vendor participants will be emailed as shown below.

Bid # ADSP010-00000035 has been awarded

The following vendor(s) have been awarded all or part of the bid:

EnergyPro, Inc.

Thank you for your participation.

- The **Summary** tab of the Bid Tabulation document will appear.
- To publish the Bid Tabulation document and award, click the **Create PO** button along the bottom of the screen.

Bid Tabulation for Bid #ADSP010-00000113

Quotes | Revisions | Items | Header Questions | Subcontractors | Routing | Attachments | Score | **Summary**

Bid Tabulation Information

Total Item Count: 3 Total Awarded Quote Count: 1 Bid Status: 2BA - Bid Approved (Ready for Vendor Awarding)

Canceled	Item Info/Quote Info	
	Attention Vendors: The PO Number is req on all packing slips, invoices and correspondence to here, there and everywhere. View Details Item #2 Print Sequence:1.0 Status:2BO - Opened (Narrative Item)	(000004151)The Wilkins Group LLC "Quote: 000000187"
	AutoGSD Architecture 2011 Subscription Renewal GSD Item #1 Print Sequence:2.0 Status:2BA - Approved Quantity:1.0 Uom:YR	<input checked="" type="checkbox"/> \$150.00 **
Yes	AutoGSD Architecture 2012 Subscription Renewal GSD Item #3 Print Sequence:3.0 Status:2BC - Canceled Quantity:1.0 Uom:EA	<input type="checkbox"/> \$175.00 **
Totals: \$Vendor Gross Total:		\$325.00
\$ Vendor Discount:		\$0.00
\$ Vendor Net Total:		\$325.00
\$ Preference Discount:		\$0.00
\$ Evaluation Total:		** \$325.00
\$ Vendor Freight:		\$0.00
\$ Awarded:		\$150.00
Eval Codes:		
Pref Codes:		

Evaluation Code Descriptions:
** = Low Item Price

Create PO Print

- Finally, click **Continue** on the **Purchase Order Creation Preview** screen that appears.

NOTE: You do NOT need to do to anything with this Purchase Order.

Bid AGENCY12-000044 - Purchase Order Creation Preview

1 purchase order will be created for the following quote:

Quote #	Vendor ID	Vendor Name	Total Awarded
00000048-R1	00000010	Bob's Taxidermy	\$1,863.00

Purchase order creation options:

- ☒ Include Narrative Items
- ☒ Include Bid Attachments
- ☒ Include Bid Tab Attachments
- ☒ Include Bid Notes
- ☒ Include Quote Subcontractors

Click to publish the Bid Tabulation

Click 'Continue' button to create PO or click 'Cancel & Exit' button to cancel the PO creation and return to the bid tabulation summary page.

Continue **Cancel & Exit**

- To view the award publicly, first log out.
- From the Login screen, click the **Contract and Bid Search** link.
- Select **Bids** to search for.
- Search for your Bid and click **Find It**.
- The results will appear below. The far right column lists which vendors were awarded.

Results					
251-275 of 292 ◀ ◀ 11 12					
Bid #	Contract/Blanket #	Buyer	Description		Awarded Vendor(s)
AGENCY12-000374		Chris Harris	Snow Tires	1. Public view	ACME SUPPLY CO., LTD

- Upon selecting your Bid, a link to the Bid Tabulation document will be available on the bottom of the screen.

Bid Solicitation: MDH0012-000067
Public view of the Bid

Header Information

Bid Number: MDH0012-000067	Description: HIV Test Kits	Bid Opening Date: 11/21/2011 11:40:00 AM
Purchaser: Linda Holmes	Organization: Maryland Department of General Services	
Department: 190 - DEPARTMENT OF GENERAL SERVICES	Location: 190 - DEPARTMENT OF GENERAL SERVICES	
Fiscal Year: 12	Type Code:	Allow Electronic Quote: Yes
Alternate Id:	Required Date: 12/09/2011	Available Date : 11/09/2011 02:00:00 PM
Info Contact:	Bid Type: OPEN	Informal Bid Flag: No
Purchase Method: Open Market		

Pre Bid Conference: Thursday November 24, 2011. Time 7:00PM 301 W. Preston Street, Room M-6
Bulletin Desc: Providing HIV Test kits for availability at all local hospital and clinics.

Scroll down

Bid Tab Exit